

Master of Business Administration, SRLIM, -Sarvajanik University, Surat- India

Name of College: S. R. Luthra Institute of Management								
Faculty	Management			Program	Master of Business Administration (M.B.A.)			
Year	I			Version	1.0			
Semester	1			Effective From	June 2023			
Course Code	MGMB10100	Course Name	Office Automation Skills (OAS)					
Teaching Scheme				Examination Scheme				
Credits	Lecture (L)	Tutorial (T)	Practical (P)	ME	CE	SE	V	Total
0	0	0	0	0	0	50	---	50

Course Outcomes:

CO1	Create and navigate spreadsheet to perform data analysis aids for effective representation.
CO2	Improve ability of preparing business documents to enhance work productivity.
CO3	Compile organisational documents to construct electronic presentation material.

Mapping Course Outcomes to Program Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6
CO1	2	3	1	1	1	2
CO2	2	3	1	1	1	2
CO3	2	3	1	1	1	2



Sr. No	Module	Description	CO	Marks	Hours
1	I	Overview of System Software and Application Software	1	18	8
		Spreadsheets Processing Application-I <ul style="list-style-type: none"> • Home: Entering Data, Editing, Cut, Copy, Paste, Paste Special Font, Alignment – Indent, Merge & center, wrap text Number, Style, Cells Editing – Find, replace • Insert: Table, pivot table, Charts • Page Layout: Margins, orientation, size, print area, Background • Formula: Auto sum, Statistical, Lookup • Data: Sort, Filter, Text to Columns, remove duplicates, data validation • Review: Protect Sheet, Protect Worksheet • View: Workbook Views, Freeze Panes 			
2	II	Word Processing Application	2	17	7



	<ul style="list-style-type: none">• File: Save, Save as, Protect Document, Print Preview• Home: Font, Paragraph, Format Painter, Select, Find & Replace, Styles• Insert: Cover page, blank page & page break Table Charts, Shapes (Smart Arts) & Symbol Hyperlink, Cross-reference, Comments Header – Footer & Page number Word Art, Signature Line, Date & Time• Design: Document formatting Page border and color Theme, watermark• Layout: Margins, orientation, Size, Columns Section Break Indent, spacing• References Table of content Insert footnote and endnote Insert citation• Reviews Spelling & Grammar Word Count			
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3	III	Presentation Processing Application	3	15	5
		<ul style="list-style-type: none"> • Home: New Slide, layout, reset Font, Paragraph, Drawing • Insert: Table Charts, Shapes (Smart Arts) Hyperlink, Slide number, Media Clip • Design Theme, Variants, Slide Size, Format Background • Transition to slide • Custom Animation • Slide Show • Review: Spelling Comment • View: Normal View, Outline View, Slide Sorter, Notes Page. Reading view, Slide Master 			

REFERENCE

Books:	
1.	Weverka, P. (n.d.). Office 365 All-in-One for Dummies. John Wiley & Sons.
2.	Jain, S., & Geetha, M. (n.d.). Ms-Office 2010 Training Guide Satish Jain, M. Geetha, BPB Publication.

